

**THE MINUTES OF THE  
NORFOLK ARCHITECTURAL REVIEW BOARD  
JANUARY 11, 2016**

On January 11, 2016 at 4:00 p.m., a meeting of the Norfolk Architectural Review Board was held in the 10th Floor Conference Room, City Hall Building. Those in attendance were:

**MEMBERS PRESENT:**

Mr. Lyall (Chairman), Mr. Thomas, Mr. Rutledge, Ms. Pollard, Mr. Glenn, Mr. Klemt, Ms. Gustavson, Mr. Gould, Mr. Hoffler

**STAFF:**

Mr. Newcomb, Ms. McBride

**I. Call to Order**

Mr. Lyall called the meeting to order.

**II. Roll call**

Ms. McBride called the roll. (Quorum present)

**III. Consent Agenda**

a. Meeting minutes – December 7, 2015

Ms. Pollard made a motion to approve the minutes as presented. Ms. Gustavson seconded the motion. The Board voted aye.

b. 400 Granby Street – Muddy Paws – New door system, ADA ramp and add awning

After a review of drawings, photographs and detailed specifications, the Board approved the consent agenda item as follows: Mr. Klemt made a motion to approve the application as presented. Mr. Glenn seconded the motion. The Board voted aye.

#### **IV. Continued Applications**

##### **Ghent**

- a. 621 Colonial Avenue – Rear porch details for new construction

Drawings and photographs were presented for review. Ms. McBride stated that the Board first reviewed the application on June 22, 2015. The rear porch had been removed and at that time the Board supported the proposal for the new porch but asked the applicant to return with detailed drawings. The Ghent Neighborhood League provided a letter stating that they were in support of the original submission, but they had not seen the new details.

Mr. Brayman appeared before the Board and presented detailed drawings and material samples. Details include: block foundation faced with brick, flat roof, balustrades, fiberglass columns, Doric capitals, and Southern yellow pine floor tongue and groove. Mr. Brayman stated that he is currently working on some easement issues; therefore, the landscaping plan will be submitted at a later time.

Ms. McBride noted that the applicant had replaced the rounded windows with flat windows on the second floor without first obtaining a Certificate of Appropriateness. Mr. Brayman stated that he received an estimate of \$15,000 for rounded windows and he is looking into alternative options such as building a rounded applique for the sash part of the new windows. Ms. McBride stated that the porch does meet the Guidelines; however, there is a concern that there is not a solid commitment and timeline for the window replacement. In addition, the French doors in front were not replaced in the correct style, but the applicant has reordered doors in a style more appropriate to the historical photos of the house.

Mr. Klemt made a motion to approve the application subject to the following conditions: a) the size of the fiberglass columns shall be 10 inches, b) the brown brick shall be removed for uniformity, c) the mortar will match the brick, d) a landscaping plan will be submitted at a later date and e) the fascia should align with the neck of the column. Ms. Gustavson seconded the motion. The Board voted aye.

#### **V. Certificate of Appropriateness**

##### **Ghent Historic District**

- a. 524 Graydon Avenue – Replace vinyl windows with vinyl

Drawings and photographs were presented and Ms. McBride reviewed the

application. The applicant proposes to replace five windows at the garden level of the building (not street side). The existing windows are white vinyl. All other windows on the building are original windows. The condominium association provided a letter supporting the application. The Ghent Neighborhood League provided a letter stating that they would support the decision of the Board.

Ms. Barba appeared before the Board and presented a window sample. Ms. Gustavson expressed concern that other residents in the building might request vinyl when it's time to replace their windows should the Board approve this application. Ms. Pollard expressed concern about the proportion of the windows and replacing them with a product that would not wear well. She suggested that it might be helpful for the applicant to look around the neighborhood at similar windows and bring back alternatives to vinyl.

Ms. Pollard made a motion to deny the application. Mr. Glenn seconded the motion. Mr. Glenn, Mr. Gould, Mr. Hoffler, Ms. Pollard, Mr. Rutledge, Mr. Thomas, Ms. Gustavson and Mr. Lyall voted aye. Mr. Klemt voted no.

- b. 530 Pembroke Avenue – Replace the concrete drive with pavers  
(after the fact)

Drawings and photographs were presented and Ms. McBride reviewed the application. New pavers will be installed within the same footprint. They will use concrete at the sidewalk and the curb cut. The Ghent Neighborhood League provided a letter supporting the application.

Mr. Amodio appeared before the Board and provided a material sample.

Mr. Klemt made a motion to approve the application as presented. Mr. Hoffler seconded the motion. The Board voted aye.

#### Downtown Historic Overlay

- a. 404 Granby Street – Muddy Paws – New door system, ADA ramp and add awning - (**APPROVED ON CONSENT.**)

## **VI. Design Review**

### **Private Projects**

- a. 8142-58 Shore Drive – Villa Marina – Multi-family new construction

with amenities

Drawings, photographs, material samples and site plan were presented and Ms. McBride briefly reviewed the application.

Mr. Mason and Mr. Wiegand appeared before the Board. The mixed-use project will consist of three retail buildings and one residential building. The residential building will contain 106 units on four floors above a podium garage. The ground floor of the residential building will have lobbies, leasing offices and storage units. The living spaces start on the second level. A fitness room and clubroom will be located on the second level. There will also be an outside pool and grills. Mr. Mason noted that the civic league has endorsed the project.

Materials include hardy fiber cement (blue hues), white trim, EIFS (on commercial buildings), cellular PVC brackets, standing-seam roof (charcoal), shingles (blue and gray hues) and black railings. They are proposing double-hung vinyl windows; however, they must consult with their structural engineers to make sure these windows meet the structural ratings that are required. Ms. Pollard suggested looking at alternatives to vinyl. The mechanical equipment will be located on the roof. Mr. Newcomb noted when they go through Site Plan Review they will have to meet all standards with parking and landscaping.

Mr. Klemt made a motion for final approval. There was no second.

Ms. Pollard made a motion for preliminary approval with conditions as follows: For the final submission the Board would like to see conceptual information about signage; confirmation about storm water management; and a sample of the proposed window. Ms. Gustavson seconded the motion. Mr. Glenn, Mr. Gould, Mr. Hoffler, Ms. Pollard, Mr. Rutledge, Mr. Thomas, Ms. Gustavson and Mr. Lyall voted aye. Mr. Klemt voted no.

**VII. Discussion (None)**

**VIII. Public Comments (None)**

**IX. New Business (None)**

**X. Old Business** (None)

**XI. Approval of the minutes:** December 7, 2015  
**(APPROVED ON CONSENT.)**

**XII. Adjournment**

There being no further business to discuss, the meeting adjourned at 5:35 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dolores R. Cloud", is written on a light-colored rectangular background.

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Dolores R. Cloud, Deputy City Clerk/Stenographic Reporter